



King County
Department of Transportation
Metro Transit Division
Service Quality
Construction Information Center

Construction Notification Guidelines (Minimum Requirements)

15-business days:

For work resulting in Metro removing any of its transit facility structures (e.g. shelters, boards/kiosks and bus stop signs).

10-business days:

For work resulting in line deactivation or track right-of-way (ROW) access to the Seattle Streetcar. *(Personnel or equipment working within 10 feet of the Overhead Contact System (OCS) requires a line deactivation which is subject to billing & limited to non-operational hours. Track ROW access is subject to City of Seattle approval & requires 30 days notice to them. See pg. 2 for more info & possible longer notification requirements to Metro).*

10-business days:

For work resulting in line deactivation to any part of the Trolley Overhead (TOH) system and motorization of affected Trolley Coaches. *(Personnel or equipment working within 10 feet of the TOH requires a line deactivation which is subject to billing & must be limited to weekends only-see pg. 2 for more info).*

5-business days:

For work resulting in a full or partial road closure on which the Seattle Streetcar operates without requesting line deactivation to its Overhead Contact System (OCS), access to its right-of-way or a shutdown to its track operation. *(See pg. 2).*

5-business days:

For work resulting in a road closure on which buses operate that will force them to be rerouted.

3-business days:

For work resulting in a temporary closure/relocation of a bus stop or for work within an area of a bus stop that will limit full access to it by coaches and pedestrians/passengers. *(Relocated stop is to remain ADA accessible if the affected stop is designated as such).*

Guidelines for Maintaining Safe Coach Operation through Construction Areas

11' wide lanes need to be maintained *while ensuring all turning requirements* are met for 40-foot & 60-foot coaches within the work zone during all times of activity and non-activity.

Adequate curbside ingress/egress for coaches *(unless in-lane stopping is specified)* with safe passage for customers including those requiring ADA accessibility is to be maintained at bus stops mutually agreed by Metro and the contractor to remain open within the work zone during all times of activity and non-activity.

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NOTE: Normal procedures for obtaining a City of Seattle DPD Street Use Permit apply and must be completed & approved before a project can proceed. Any exceptions made to Metro's construction notification guidelines must be the result of extreme emergency repair work and the dispatched response to it officially classified as such. If such work occurs outside normal business hours, call 206-684-1111 otherwise notify the Construction Coordinator.

Notification Guidelines for Trolley Coach Overhead Impacts

Metro Transit requires 10-business days notice for work resulting in a deactivation of the Trolley Overhead (TOH). Please complete a Trolley Overhead Deactivation Request Form, which is subject to approval. Any work involving equipment and personnel coming to within 10 feet of the TOH requires deactivation and motorization of the affected trolley coaches. This must be limited to weekends only (meaning no earlier than 3:00 a.m. Saturday morning and continuing through Sunday until the end of service, which can be up until 3:00 a.m. Monday morning if necessary).

Metro, at its discretion, may waive the above notification requirement and expedite a request if the work conflicts with other scheduled jobs or special events and is in both parties' interest to have it completed sooner, or alternately may defer it to a following weekend. Line deactivations are subject to being charged and billed out by KC Metro Power & Facilities. Requests for motorizing trolley coaches only without TOH deactivation must be made to our office by no later than 10:00 am Tuesday prior to the upcoming weekend of work and this service is not billed. Please ask for and complete a Motorization of Trolley Coach Request Form and return by the deadline.

We require that all TOH line deactivation or motorization requests be either faxed or sent to us by e-mail at: construction.coord@kingcounty.gov.

Notification Guidelines for Seattle Streetcar Overhead & Track Impacts

Metro Transit requires 10-business days notice for work resulting in the deactivation of the Streetcar's Overhead Contact System (OCS) &/or access to the track Right-of-Way (ROW). Please complete a *Streetcar OCS Deactivation Request Form* &/or *Streetcar Track Access Work Intent Form*. OCS deactivation requests are subject to approval & required for any work involving equipment and personnel coming to within 10 feet of the OCS. All periods of OCS deactivation must be conducted during the streetcar's non-operational hours. Track access is subject to approval for work that is to be done within the ROW (area within 10 feet from either direction of the center of track). This work may occur during some hours of operation so long as specific safety guidelines are met and the work remains 10 feet or greater from the OCS and does not continuously protrude into the streetcar's Envelope of Operation (area within 5 feet from either direction of the center of track). Track ROW access is subject to City of Seattle approval prior to notifying Metro of the intent to work within the ROW.

Metro, at its discretion, may expedite an OCS deactivation request however, a reasonable amount of time (determined by Metro) will be necessary for its review and approval. OCS deactivations are subject to being charged and billed out by KC Metro Power & Facilities. Again, any work within the ROW is subject to City of Seattle approval prior to notifying Metro.

At least 5-business days notice must be given for any work resulting in a closure of a road on which the Streetcar operates *that does not require deactivating the OCS, accessing its ROW or otherwise shutting its operation down*. During the road closure, at least one Uniformed Police Officer must always be present at affected Streetcar crossing locations to ensure the Streetcar is allowed through when it's scheduled to without delay.

Special Conditions: Work that is to occur (1) continuously within the envelope of operation, (2) anytime within 10 feet of the OCS or (3) extensively underneath any portion of track slab will require a shutdown of operations if it cannot be limited to non-operational hours or deemed safe to maintain daily operations. Trenching beneath the track slab will be limited to a 4-foot wide area supported by a standard trench box, anything greater will require engineered shoring and all work is subject to being reviewed and approved by SDOT & KCM officials and engineers. Attendance at a pre-construction meeting prior to starting a project may be required and if so, could increase the notification minimum of the intent to work to no less than 15-business days prior to the anticipated starting date of the project. All work is subject to City of Seattle approval prior to notifying Metro of the intent to work. Please complete a Streetcar Shutdown Request Form for major projects requiring a cessation of operation.

We require that all Streetcar related forms be either faxed or sent to us by e-mail at: construction.coord@kingcounty.gov.



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Construction Notification Guidelines – County Service Area Only*

** This document does not include construction notification guidelines for impacting Transit services within the City of Seattle limits. Please refer to our two-page Construction Notification Guidelines document outlining the necessary requirements if the intended construction work has any impact to Electric Trolley Bus or Seattle Streetcar service.*

Minimum Requirements

15-business days:

For work resulting in Metro removing any of its transit facility structures (e.g. shelters, boards/kiosks and bus stop signs).

5-business days:

For work resulting in a road closure on which buses operate that will force them to be rerouted.

3-business days:

For work resulting in a temporary closure/relocation of a bus stop or for work within an area of a bus stop that will limit full access to it by coaches and pedestrians/passengers. (Relocated stop is to remain ADA accessible if the affected stop is designated as such).

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NOTE: Normal procedures apply for obtaining an authorized Street Use Permit from the appropriate jurisdiction and must be completed & approved before a project can proceed. Any exceptions made to Metro's construction notification guidelines must be the result of extreme emergency repair work and the dispatched response to it officially classified as such. If such work occurs outside normal business hours, call 206-684-1111 otherwise notify the Construction Coordinator.